

See the sample action plan below for an example of how to write your plan.

Instructions:

- 1. Using the results of your nutrition self-assessment, identify the Guideline(s) your center plans to work towards with the Eat Smart Grant funding. Choose at least two menu-related guidelines and two nutrition environment guidelines.
- 2. Fill in the actions needed for your center to meet the Guidelines chosen.
- 3. Fill in the Who column with the person in charge of doing the actions listed.
- 4. Fill in the When column with the date you expect the changes to be made.

PRIORITY ACTIONS (D)	BREAKFAST:		ACTIONS TO MEET GUIDELINE:	WHO	WHEN
Х	Intermediate All ready-to-eat and hot cereals offered contain 9 grams	1.	Make a list of all the cereals served on our menu.	Cook	3/30/11
	of sugar or less per one ounce sugar.	2.	Read the label to add the grams of sugar for each cereal.	Cook	4/5/11
	Or Advanced All ready-to-eat and hot cereals offered contain 6 grams 4. of sugar or less per one ounce sugar.		Decide if we need to change the menu to meet the guideline—either list a new cereal or change the grain serving.	Director	4/5/11
		4.	If needed, find cereals that meet the guideline or change the menu to a grain that does.	Director	4/12/11
PRIORITY ACTIONS (D)	NUTRITION ENVIRONMENT:		ACTIONS TO MEET GUIDELINE:	WHO	WHEN
Х	Adults sit at the table and eat the same foods served to	1.	Educate staff about the importance of eating with children.	Director/ Trainer	5/15/11
	the children.	2.	Gather input from staff about creating a center policy for adults sitting with children at meals.	Director with input from staff	5/15/11
		3.	Create schedules that allow staff to have their breaks before or after meals are served in the classroom.	Director	5/30/11
		4.	Write a policy to outline your staffs' role at mealtime.	Director	6/15/11
		5.	Tell staff about new policy.	Director	6/30/11
		6.	Monitor mealtimes while policy being put into action.	Director	7/15/11



PRIORITY ACTIONS (D)	BREAKFAST:	ACTIONS TO MEET GUIDELINE:	WHO	WHEN
	Intermediate All ready-to-eat and hot cereals offered contain 9 grams of sugar or less per one ounce sugar.			
	Or Advanced All ready-to-eat and hot cereals offered contain 6 grams of sugar or less per one ounce sugar.			
	Sweet breakfast items, such as breakfast pastries, donuts, poptarts, toaster pastries, waffles or pancakes with syrup, sweet rolls, muffins, cereal bars and other sweet breads are served no more than one time per week or not at all. Foods served with syrup, jam, jelly, table sugar and honey are considered sweet breakfast items.			
	A whole grain food is served at least one breakfast per week.			
	Fresh, canned (packed in juice), dried or frozen fruits or vegetables (excluding juice) are served at least three breakfasts per week.			
	(advanced) A meat/meat alternate is provided at breakfast two days per week. High fat and salty processed meats may not be provided at breakfast. These include meat items listed in L.1.I and L.1.A.			



	Only Low fat (1% or ½%) or skim (nonfat) milk is served, flavored or unflavored.			
PRIORITY ACTIONS (D)	LUNCH/SUPPER:	ACTIONS TO MEET GUIDELINE:	WHO	WHEN
	Limit highly processed meat, poultry and fish (including high fat and salty breaded meats) to two times per week. This includes chicken nuggets, fish sticks, chicken patties, pork patties, hot dogs, corndogs, bologna, pepperoni, Polish sausage, breakfast sausage and sausage links, Spam, Treet, liverwurst, smoked sausage, salami, summer sausage, and other luncheon meats			
	A whole grain food is served at least one lunch per week.			
	Fresh (raw) fruits or vegetables are served one or more times per week.			
	Juice is not served as one of the required fruit/vegetable servings at lunch or supper.			
	Only low fat (1% or ½%) or skim (nonfat) milk is served, flavored or unflavored.			



RIORITY ACTIONS (D)	OVERALL MEAL PATTERN (Breakfast, Lunch and Supper):	ACTIONS TO MEET GUIDELINE:	WHO	WHEN
	Dark green or orange fruits or vegetables are served at least two times per week.			
	The menu is at least a 3 week cycle. Different vegetables, fruits, and entrees are used so there is little repetition in the cycle.			
	100% fruit juice is served no more than once per day or not at all. Sugar Sweetened beverages such as koolaide, soda, sports drinks, fruit drinks, etc. are not served at or between meals.			
	No foods containing artificial sweeteners are served.			



PRIORITY ACTIONS (D)	SNACKS:	ACTIONS TO MEET GUIDELINE:	WHO	WHEN
	Sweet snacks, such as sweet pastry items, toaster pastries, donuts, cookies, cakes, pie, quick breads, cereal bars, etc., AND croissants and grain-based snack chips are served no more than one time per week or not at all.			
	One or more snacks per week contain a meat/meat alternate.			
	At least one fresh, frozen, canned (packed in juice) or dried fruit or vegetable (excluding juice) is served two times a week or more often.			
	A whole grain food is served at least one snack per week.			
	If milk is served, low fat (1% or ½%) or skim milk is provided, flavored or unflavored.			



PRIORITY ACTIONS (D)	NUTRITION ENVIRONMENT:	ACTIONS TO MEET GUIDELINE:	WHO	WHEN
	Menus are available and posted for staff and parents.			
	Adults sit at the table and eat the same foods served to the children.			
	At least one item is served family style at each meal (within children's capabilities). Child-size serving utensils are available and used.			
	Children have ample time to eat and practice social interaction skills, such as having a conversation.			
	Children help clear dishes after the meal is finished.			
	Staff gently encourage but do not force children to eat or taste foods. Food* is not used as a punishment or reward at any time throughout the day. *Food is considered to be anything given by mouth to include candy, sweets and gum.			



PRIORITY ACTIONS (D)	NUTRITION ENVIRONMENT:	ACTIONS TO MEET GUIDELINE:	WHO	WHEN
	 Parents are provided a written policy prohibiting foods brought from home or other outside sources at any time. (Advanced) Holidays are celebrated with mostly healthy foods (facility provided) or with non-food treats like stickers. If the facility offers food for celebrations or holidays: Fresh or dried fruit (no sugar added), raw vegetables or both are served. Whole grain foods are served. Water is served or available. 			
	Food and beverage vending machines, if present are located in areas not accessible to children.			
	Television viewing is not allowed during meal time and snacks.			
	Visible supports (i.e. posters) encourage healthy nutrition habits.			
	Fundraising activities (if applicable) involving children/families are supportive of physical activity and healthful eating. If foods are sold, they are nutritious foods.			